

### EQUIPMENT CHECKOUT STUDENT CONTRACT POP QUIZ!!!!

- 1.) Personal or commercial use with SFP Gear is cool as long as it doesn't interfere with a class or someone else's need for gear.  
True or False
- 2.) You've already placed your reservation but want to add a wireless lav that your instructor has not specifically cleared for the assignment at checkout. You will have to get additional Faculty clearance.  
True or False
- 3.) You picked up your gear in a hurry and did not have time to go through it. Upon return, your receipt says you have a Grip Clip that you cannot find. You will be charged for the full replacement cost of the Grip Clip whether you used it or not.  
True or False
- 4.) You will pay a \$5.00 cleaning fee for each and every kit that still requires cleaning and/or repacking when handed over to checkout. This includes dirty/ gaffed/ unorganized or improperly coiled equipment.  
True or False
- 5.) Late fines increase on the account every day for every item or kit returned incomplete or with missing items.  
True or False
- 6.) Students are expected to pay late fines even when item(s) are found and returned.  
True or False
- 7.) Students will be charged a \$25.00 "cold" fee if equipment is returned really cold to the touch and higher fines for higher end equipment.  
True or False
- 8.) Gear is truly safeguarded at all times in MSU buildings, the checkout lobby, or a locked car, van, or truck.  
True or False
- 9.) Use of the BBGK requires the rental of a 17' U-Haul.  
True or False
- 10.) If you arrive at 9:55 am to check in gear, have to stand in a long line, and are still checking in gear at 10:30 am, you will be expected to pay late the fees that will start to accumulate.  
True or False
- 11.) If you need gear tomorrow and haven't placed your reservation by noon today, you will pay a same day reservation fee of \$15.00 before we will reserve your gear.  
True or False
- 12.) Students can phone in a room reservation.  
True or False
- 13.) The student filling out any gear or room reservation and signing off is considered the "Producer" and will be held financially responsible for cleaning, organizing, and fines or fees, regardless of who you send for gear or room keys.  
True or False
- 14.) Any reservation request beyond the norm such as multiple camera shoots, reshoots, etc., must be approved by BOTH the Instructor and a Checkout Manager (Tony or Colette).  
True or False

- 15.) When late or missing gear negatively impacts another project or lab, the student will pay an additional \$25.00 fine.  
True or False
- 16.) Room Keys are due back by 10:30am.  
True or False
- 17.) When a student incurs any fine or fee and it is not taken care of within 2 weeks it will be communicated to the instructor AND a hold will be placed on their account with the Registrar's office.  
True or False
- 18.) Students are given the option of replacing items on their own if they think they can find it cheaper.  
True or False
- 19.) For after-hour work in Sr. Edit Bays, and the HD-Online students are required to place a reservation with checkout and pick up the key before Checkout closes.  
True or False
- 20.) For after-hour work in the Sound Theater/ Narration Booth students are required to place a reservation with Checkout and pick up the key before Checkout closes.  
True or false
- 21.) This document is a legally binding contract; it holds the student financially responsible for either the cost of repair or replacement of damaged or missing gear valued under \$1000, or the cost of the insurance deductible (\$1000).  
True or False

**Verified, Toggled, and Filed by:**

\_\_\_\_\_ (Checkout Worker-print) **Date:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CIRCLE ONE:** freshman      sophomore      junior      senior      Grad 1      2      3+

**(print) NAME** \_\_\_\_\_

**STUDENT ID#** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**LOCAL ADDRESS** \_\_\_\_\_

**LOCAL PHONE #** \_\_\_\_\_

**\*\* Students are advised to keep the paper and/or the electronic version of this document for future reference\*\*\***

***If you sign it, you know it!***